PowerTeacher Gradebook
Elementary School – Grades 3-5
End-of-Term

End-of-Term

The PowerTeacher Gradebook keeps a Final Grade by term for the teacher as the term progresses for each class section taught. At the end of the term, if the calculated grade is correct for all students the teacher needs to complete the following:

1. The homeroom teacher needs to select comments for each student through the **Score Inspector** for that term [See *Add Final Grade Comment* section]
2. Enter citizenship grades in homeroom and for any classes that have standards - reading, writing, spelling, and math [See *Enter Grades for Standards*]
3. Click on the "Term In Progress" button to export grades.
4. Print the **Final Grade and Comment Verification Report** [See *Run the Final Grade and Comment Verification Report* section]

| Q1 In Progress |

Note: It is extremely important for the Grade Setup for EACH term be setup correctly [See *Calculating Final Grades – Setting up Reporting Terms*]

Manually Override a Single Grade
If the teacher wants to manually adjust the final grade for the report card they will need to do the following:

1. Make sure the correct **Final Grade Term** is selected for the correct section
2. Right click on the final grade of the student you want to manually override
3. Click on **Show Score Inspector**

The **Score Inspector** provides an alternative way of entering scores and, in many cases, comments. After you open the **Score Inspector** window, it floats above the Scoresheet window. You may want to move it to a convenient location on your desktop, so you can work with the Scoresheet. The **Score Inspector** remains open until you close it.
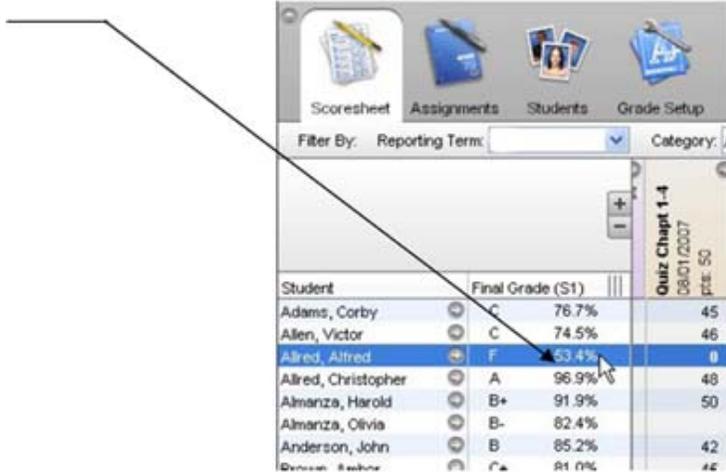
The **Score Inspector** changes depending on the score field you select. For example, when you view the **Score Inspector** for a final grade, the options are different than the Score Inspector for an assignment.

4. You will be able to do several things from this **Score Inspector** screen.
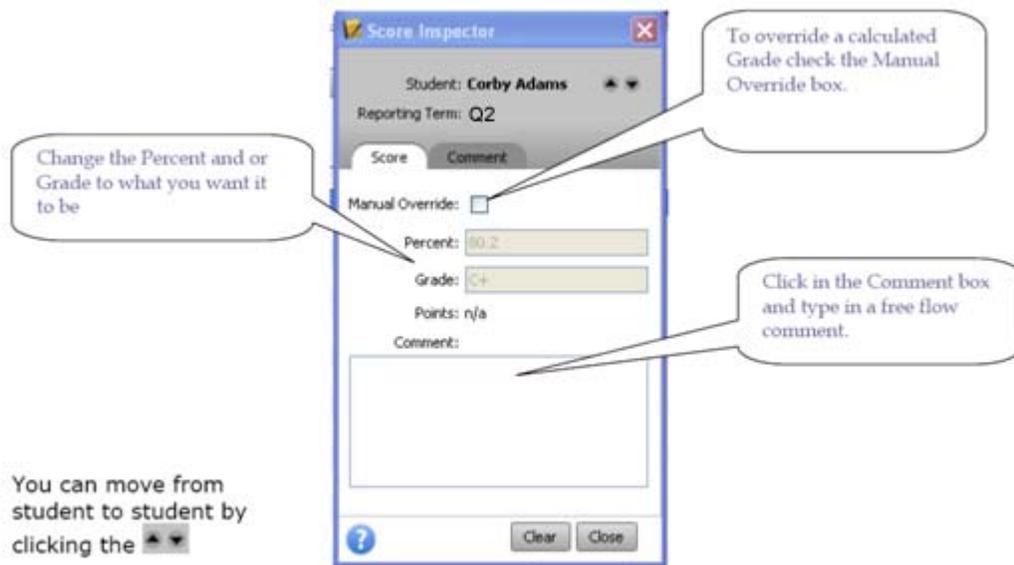
Note: Manually entered comments need to be limited and should be entered only by the homeroom teacher in the homeroom class.

5. Click on the **Comment Tab** to select one of the predefined comments.
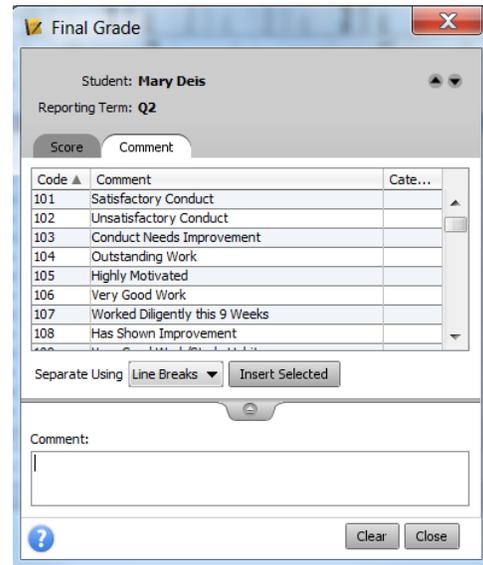
Entering Grades for Social Growth and Citizenship

The overall Social Growth and Citizenship grade needs to be entered in the **Homeroom Scoresheet** in the electronic Grade Book. For teachers grades 2-6, please be sure to enter an overall grade (S, N, or U) for the "Social Growth and Citizenship." An assignment on the **Homeroom Scoresheet** will need to be created to contain this grade. This grade along with the standards [subtopics – self-control, effort, etc.] will appear on the report card. This will enable Power School to generate Honor Roll lists consistent with the grading regulation (IK), which states:

Honor Roll
Students in grades 4-12 earn a place on the A Honor Roll or the AB Honor Roll based on nine-weeks grades. No grades of U or N are acceptable to achieve Honor Roll. Handwriting grades are not considered in awarding Honor Roll.

1. *A Honor Roll: A student earns an A or S only in each course for which a grade is assigned.*
2. *A B Honor Roll: A student earns an A, B, or S only in each course for which a grade is assigned.*

In your school, please develop a consistent way to aggregate the standards [subtopic - self-control, effort, etc.] into an overall mark for citizenship. Standards are to be enter through the **Backpack** icon on the **Start Page**.

Entering Grades for Standards

Note: The Standards that are listed in the electronic Grade Book on the **Final Grade** tab **ARE NOT** currently tied to the historical grade in PowerSchool [just released information]. Teachers need to record grades for **Standards** by doing the following:

1. In PowerTeacher, click on the **Personalize** button on the menu to the left.
2. Click on the **Default Student Screen** link and then click on the arrow in the dropdown box – select **Final Grade Entry (standards)** and click the **Submit** button. This will set the default screen to the **Final Grade Entry (standards)** screen instead of the **Schedule** for all students. You may want to change it back after entering grades for standards.
3. Click on the **Start Page** on the menu to the left and then click on the **Backpack** icon for the class where standards are to be graded [e.g. 4th Grade Reading].
4. Select the first student from the list of students on the left.

5. Enter the standard grades by clicking on the dropdown next to the standard. Grades are as follows:

    X = Needs Strengthening
    U = Unsatisfactory
    S = Satisfactory
    NI = Not Introduced
    N = Needs Improvement
    AC = Acceptable

Standards will be used for Homeroom [citizenship], reading, writing, spelling, and math.

6. Click on the **Submit** button.
7. Select the next student in the list and continue entering grades.
8. Select the next class from the list on the left under **Change Class** and continue until all students in all classes have grades for standards.

Add Final Grade Comments

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. **Open the Score Inspector**. The **Score Inspector window** appears.
4. Select the final grade of the student you want to update. The final grade details appear in the Score Inspector window.

5. Manually enter final grade comments in the **Comment** field and/or click **Comment tab** to select one or more predefined comments. Manually entered comments need to be limited and should be entered only by the homeroom teacher.

Note: If using the Comment tab, you can press and hold **CONTROL** to select multiple comments. When you have finished making your selections, click the **Insert Selected** button.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
7. Click **Close** on the **Score Inspector** and **Save** on the Scoresheet window. A blue circular "C" appears within the selected student final grade field.

Fill Final Grade Comment

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. From the gradebook menu bar, choose **Tools > Fill Scores** or right-click a student average in the Final Grade column and choose **Fill Scores**. The **Fill Final Scores window** appears.
4. Select the **Replace All** radio button and check the **Comment** checkbox.
5. Manually enter final grade comments in the **Comment** field and/or click **Comment tab** to select one or more predefined comments.

Note: If using the Comment tab, you can press and hold **CONTROL** to select multiple comments. When you have finished making your selections, click **Insert Selected button**.

6. Click **Ok** on the **Fill Final Scores** window and **Save** on the Scoresheet window. A blue circular "C" appears within the selected student final grade field.

Calculating Final Grades – Setting up Reporting Terms

Total points method calculates final grades based on how many points a student has accumulated over the term divided by total points possible.

Term weight method calculates final grades based on the total points times the value (or weight) of each term.

Category weight method calculates final grades based on total points times the value (or weight) of each category or assignment.
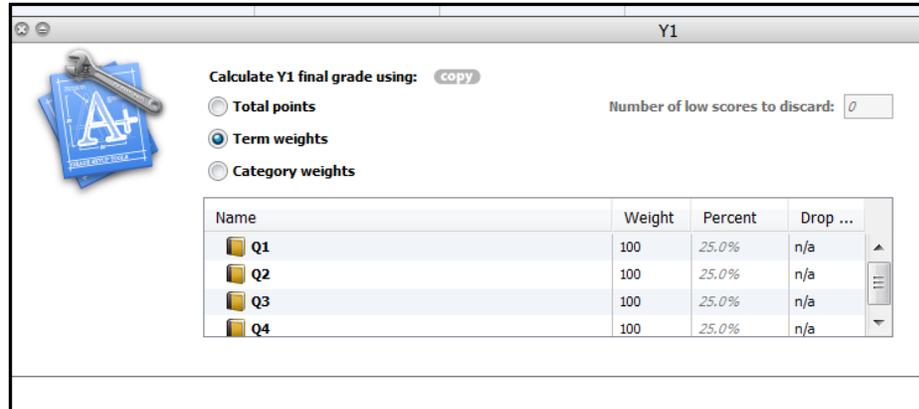
Calculating Final Grades
1. Select a class from the **Classes** pane.
2. Click the **Grade Setup** tab. The **Grade Setup** window appears.
3. Click on the name of the reporting term you want to set up final grade calculations for.

   Note: **Calculating Final Grade Using** options are based on the selected reporting term. You WILL NEED to complete this set up for EACH CLASS and EVERY REPORTING TERM.

4. Select the following for each reporting term:

    a. Calculate Y1 (Year) final grade using **Term Weights**

    b. Calculate Q1 (First Nine Weeks), Q2 (Second Nine Weeks), Q3 (Third Nine Weeks), and Q4 (Fourth Nine Weeks) final grade using **Category Weights**.

    Note: Click the add category **plus (+)** sign to add Formative and Summative. Also, change the **Weight** as follows: Formative = 40, Summative = 60. If you have Homework as a category, Formative = 30, Homework = 10, and Summative = 60.
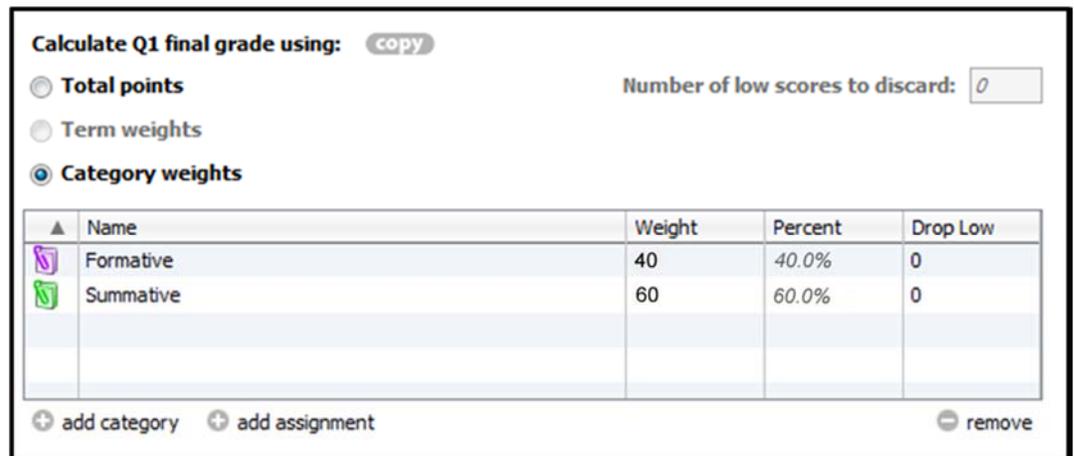
Remember: You **MUST** set up **EACH CLASS** for **EVERY TERM.**

Run the Final Grade and Comment Verification Report

Run the Final Grade and Comment Verification report to generate a list of final grades and comments by reporting term.

1. Select a class from the **Classes pane**.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Final Grade and Comment Verification** report. The **Final Grade and Comment Verification window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **enter the required information**.
5. Click **Run Report**. The **Report Complete** window appears.
6. Select one of the following options:
    a. Open Report
    b. Save Report – if you choose to save the report you will be asked for a save location. Reports are saved as pdf files.
7. Click **OK**.